

USEPA/OECA/OC
State and Tribal Assistance Grants (STAG) 2000-2001
NEWMOA: Supporting the NE States Efforts to Implement Compliance Assistance Metrics Software
Proposal
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**Enforcement and Compliance Assurance Assistance Agreements
Proposal to EPA Region I-New England
Northeast Waste Management Officials' Association (NEWMOA)**

Title: Supporting the Northeast States Efforts to Implement Compliance Assistance and Pollution Prevention Software

Focus Area: Compliance Assistance Outcome Measurement

Total Funds Requested from EPA: \$87,000 (see budget below)

Contact Person: Terri Goldberg, NEWMOA

Preferred Assistance Agreement: Cooperative Agreement

Background

The Northeast Waste Management Officials' Association have been facilitating a regional project to develop a set of metrics for states to use in tracking their technical assistance and pollution prevention assistance and enforcement activities for the past two years. This effort came on the heels of a successful report that covered state pollution prevention activities from 1990 - 1996, called *Pollution Prevention Progress in the Northeast*. Having collaborated as a group of states on the development of this report, there has been a high degree of interest among the Northeast states in cooperating on a set of assistance and pollution prevention metrics that could be used in future reports.

The following are some of the key reasons why the states have felt it was particularly important to work together to develop a core set of assistance and pollution prevention metrics:

- To more effectively communicate the activities and accomplishments of the state agencies to policy makers both inside and outside of the environmental agencies
- To improve program management
- To provide funders with relevant activity and outcome information
- To influence policy development
- To measure progress toward goals

The Northeast states (CT, ME, MA, NH, NY, RI, VT) have agreed to implement a menu of assistance and pollution prevention metrics during the past year. The purpose of this menu, called the pollution prevention metrics menu, is to provide a baseline list of core metrics that agencies can utilize to help facilitate multi-state analyses of assistance and pollution prevention activities. A copy of the menu can be found at www.newmoa.org. The use of this menu by state

agencies is voluntary, and state programs may find some of the metrics to be inappropriate because they do not conduct the activities associated with them. By using the metrics menu, states can combine data and obtain an improved multi-state perspective on the scope of the activities and their outcomes. The metrics in the menu focus on assistance and enforcement activities and includes outcome metrics. Activity metrics provide an important link with environmental outcome data. The menu includes the following categories of metrics:

Assistance Activities

- a. On-site Assistance
- b. Workshops/Conferences
- c. Information Tools Developed and Information Disseminated
- d. Awards/Recognition Programs
- e. Partnership Programs
- f. Environmental Management Systems
- g. Interactions with Other Government Agencies
- h. Grants to Program Clients

Environmental and Economic Outcomes

With funding from EPA Headquarters, NEWMOA is developing software to support state implementation of the menu of assistance and pollution prevention metrics. NEWMOA has recently begun to develop data fields and a software structure under the guidance of its interstate Workgroup that includes staff from Small Business Assistance Programs (SBAPs), and state pollution prevention assistance and enforcement programs. The Association is currently conducting a survey of the states to finalize the data fields and overall structure. As part of this survey, the NEWMOA Workgroup is combining compliance assistance activity metrics requested by EPA in their annual SBAP reports from the states and EPA's compliance assistance outcome metrics into the software.

At the present time NEWMOA is intending to develop the software using Microsoft Access. However, there is considerable interest at EPA New England and within the NEWMOA member states in migrating the software from Access to Oracle in the near future. NEWMOA plans to have a beta version of the software in Access completed by the middle of Fiscal Year 2001 and to have finalized the software by the end of the Fiscal Year.

During the past year, NEWMOA staff have received a number of inquiries from compliance assistance and pollution prevention programs outside of the Northeast that are interested in developing a similar set of metrics and software. NEWMOA has participated in several national meetings to present the metrics menu, including the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) and the National Pollution Prevention Roundtable. As a result of these presentations and inquiries, NEWMOA has found that there is considerable interest in expanding this project to other regions of the country.

Summary of the Problems Being Addressed

This proposal is designed to address three key problems:

- Nationally, the state pollution prevention and compliance assistance programs do not

have any agreed upon software and data collection systems that include activity and outcome measures to use in assessing their program activities or in combining data for analysis and reporting. The NEWMOA software could provide an effective model for states outside of the NEWMOA region to utilize. Compliance assistance programs voluntarily report to EPA on an annual basis, but those reports are not easily generating using a common software system and are not added to a database.

- Once the NEWMOA software is available, there is currently no funding available to support the states in integrating the software into their computer systems and to get trained in how to collect the necessary data.

NEWMOA proposes to collaborate with the National Pollution Prevention Roundtable (NPPR) on the implementation of the Project. NEWMOA and NPPR would perform all of the project work.

Project Goals

The key goals of the project are the following:

- Full state implementation of the compliance assistance and pollution prevention software by the states in the Northeast by the end of Fiscal Year 2002
- Agreement by state programs outside of the Northeast on the adoption of the compliance assistance and pollution prevention software or a modified version of the software

Project Components, Workplan and Activities

Project Components

NEWMOA would:

- Assist states on a one-on-one basis with implementing the compliance assistance and pollution prevention software by working closely with Information Technology Specialists in each state environmental agency in the Northeast
- Develop a training curriculum for state assistance and pollution prevention staff in the Northeast on the collection and management of the data in the software
- Hold three training workshops in the region for assistance and pollution prevention staff on data collection and management
- Collaborate with the National Pollution Prevention Roundtable (NPPR) to hold conference calls and a day-long workshop to work with states outside of the Northeast to help them understand the metrics menu, to demonstrate the beta version of the software, and to determine whether there is any agreement outside of the Northeast on implementing the software
- Collaborate with the NPPR to form a Workgroup to develop an agreement among interested states in implementing a national version of the software.

The key activities with an approximate timeframe under this project are the following:

- Meet with individual state Information Technology Specialists to collaborate on implementation of the compliance assistance and pollution prevention database software and provide needed support to each state – Sept. 2001 – Jan. 2002

- Develop training curriculum for state compliance assistance and pollution prevention assistance and enforcement staff to train them on putting data into the database and using it, including demonstrations of simple reports that the staff can run with the program – Sept. 2001 - Dec. 2001
- Deliver training course on at least three occasions/locations throughout the region, inviting staff from multiple neighboring states to each course – January 2002 - April 2002
- Provide phone and other assistance to the states on their implementation of the database – Sept. 2001- June 2002
- Support NPPR in holding a one day workshop to demonstrate the compliance assistance and pollution prevention database software and discuss national implementation of the system – Fall 2001
- Support NPPR in forming a national Workgroup to follow-up on the workshop and discuss development of a national agreement – March 2001 - June 2002
- Support NPPR in holding at least three Workgroup conference calls – March 2001 - June 2002
- Support NPPR in drafting a national agreement and seeking state concurrence – March 2001- June 2002

How Will Components of This Proposal Address the Problems and Attain the Goals?

Each of the activities listed above is specifically designed to attain the goals of this project. The proposed support and training for the Northeast states would help with reaching the first goal of full implementation of the compliance assistance and pollution prevention software by all of the states in the region. The support for the NPPR will assist with forging a national consensus on using the compliance assistance and pollution prevention software.

Project Milestones

NPPR Workshop, Development of the Training Curriculum, three regional workshops, agreement on a national set of metrics, and development of a national plan for implementation.

Project Budget
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NEWMOA Personnel	31,000	
Deputy Director		5,000
Project Manager		12,000
Project Staff		14,000
NEWMOA Benefits (27% of salary)		8,370
Subcontract:		
NPPR		20,000
NEWMOA Travel & Meetings		4,000
NEWMOA Supplies		1,000
NEWMOA Other		3,000
NEWMOA Miscellaneous		1,030
Total Direct		68,400
Indirect Costs (60% of salary)		18,600
TOTAL		\$87,000